

# Food Based Menu Production Record #4

Purpose: One five day week on one page.

California Department of Education

Nutrition Services Division

Site: \_\_\_\_\_

Offer vs. Serve: Circle yes / no

Meal count record			Menu and portion size* (R)	Contribution to meal Pattern* (R)	Food item and form used (R)	Amount ** prepared in purchase units (R)	Number of portions prepared ***	A la carte adult servings (R)	Left-overs (R)
Age/Grade Group (R)	Estimate	Actual							
Date (R)									
Students									
Students									
Adults									
Total									
Date (R)									
Students									
Students									
Adults									
Total									
Date (R)									
Students									
Students									
Adults									
Total									
Date (R)									
Students									
Students									
Adults									
Total									
Date (R)									
Students									
Students									
Adults									
Total									
Date (R)									
Students									
Students									
Adults									
Total									

(R) = Required information

\* Portion size is size as served, i.e. ½ cup fruited gelatin. Contribution is credit to meal pattern, i.e. ¼ cup fruit/vegetable.

\*\* Based on USDA Food Buying Guide yields.

\*\*\* Required for offer versus serve, menu choices, portion adjusting, or use of leftovers.

## Food Based Menu Production Record #4 - Instructions

Complete:

1. Site, Offer versus Serve-circle yes/no
2. Date
3. Meal counts: Complete by age/grade group, estimated and actual. Note there are new required and optional age/grade groups. These may be a major change for schools with 7th grade and up. In a K-8 school you must either 1) serve all the 7-12th grade amounts, 2) divide into K-6 and 7-12, 3) divide into K-3, 4-6 & 7-12, or 4) divide into K-3 & 7-12 serving 4th grade and up the larger portions.
4. Menu and portion size: If choices are offered, be clear which choices are available with each entree; e.g., the hamburger on bun is served with potato rounds and the deli salad with a french roll. Note here the amounts of each menu/food item to actually be served; e.g. scoop size, or portion size. If portions are adjusted, you will need to complete "portion size" through "Leftovers" across for each different menu item with a different portion size.
5. Contribution to Meal Pattern: Note here the actual contribution to the meal pattern; e.g. 3/4 cup spaghetti & meat sauce = 2 ounces M/MA (meat/meat alternative) 1 G/B (grain /bread), 3/8 cup V/F (vegetable/fruit).
6. Food Item and Form Used: List each specified menu/food ingredient which contributes to the meal requirements. Include a detailed description of the form used, e.g., frozen, fresh, diced in own juice, etc. Extra Foods: record all condiments and food items used that *do not contribute* toward the meal pattern, i.e. low fat ranch salad dressing, butter on vegetables or bread.
7. Amount of food used in purchase units: Record in common units of measurement as purchased, e.g. pound, #10 can, each. *Always round up if rounding is necessary.*
8. Number of portions prepared: Record the number of servings you actually prepared. This is required for offer versus serve, menu choices, portion adjusting or use of leftovers.
9. A la Carte/Adult Servings: Record here the number of portions which were served on this date but not used as part of the reimbursable meal.
10. Leftovers: Record here the total number of unserved portions left at the end of the meal service, whether they are to be reused or discarded. Count if pre-portioned, estimate quantity leftover if bulk food used.